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Approved For Release 2000/06/13 : CIA-RDP80-00832A000100050001-0

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Assistant Director/Personnel

FROM : Recorder, Efficiency Awards Committee

SUBJECT: Meeting of Efficiency Awards Committee

DATE: 9 June 1952

1. The Efficiency Awards Committee will meet on Thursday, 12 June 1952, at 2:00 p.m. in Room 118, North Building.

2. For Committee consideration, there are three employee suggestions:

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[REDACTED] General Services Office
[REDACTED] OCD

These suggestions, together with the evaluations prepared for each, are summarized in Tabs I, II, and III accompanying this memorandum.

3. Also awaiting Committee consideration is a recommendation for a superior accomplishment award for:

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A copy of the recommendation received on behalf of this employee is attached as Tab IV.

4. The current status of suggestions previously considered on which final action was deferred, will be reported.

FOR THE CHAIRMAN, EFFICIENCY AWARDS COMMITTEE:

[REDACTED] STATINTL

Recorder

Attachments:

Tabs I, II, III, IV

PSPS/RB:sm

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EMPLOYEE SUGGESTION - [REDACTED]

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A. Suggester: [REDACTED], Project Planner, GS-9, Machine Records Branch, Administrative Service, General Services Office.

B. Summary of Suggestion: "Temporary" identification badges expire at monthly intervals; the badges for each period to be made readily identifiable through the use of a colored block or large numeral.

C. Present Method: Temporary badges bearing expiration dates are currently being issued on a 10-day basis. It is necessary for building guards to inspect each temporary badge to determine its expiration date.

D. Proposed Method: "I suggest that the temporary badges either have a colored block or a large numeral to indicate the expiration date. All badges would have to expire at the end of a month for this suggestion to work.

"This suggestion would incur very little expense. It would make the job of checking badges by the guards much easier and enable the employees to pass in and out of the building more rapidly."

E. Savings Estimated: No monetary saving is estimated, but the suggester is of the opinion that adoption of this suggestion would speed the movement of employees into and out of CIA buildings.

F. Evaluation: Chief, Organization and Methods Service has submitted the following comments:

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"1. [REDACTED] of the Office of Security has stated that temporary badges bearing dates are being currently issued on a 10-day basis. He has also stated that his Office is studying the use of polaroid cameras for producing photographs immediately, thereby eliminating the need for temporary badges of all types.

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2. [REDACTED] does not feel that significant gate delays are now encountered by the present temporary badge system.

3. The proposed system would be cumbersome if not impossible to administer because it would require cancellation of all temporary badges on the same day. This would necessitate the issuance of two temporary badges to a majority of our employees.

4. In view of the foregoing, it is recommended that the suggestion be rejected."

Security Officer/CIA has submitted the following comment: "As was mentioned in the Security Bulletin, Notice SI-52, dated 21 April 1952, a new and improved building badge will be issued in the near future. It is planned under the new system to eliminate temporary badges."

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EMPLOYEE SUGGESTION - [REDACTED]

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A. Suggester: [REDACTED], Mail-File Clerk, GS-5, CIA Library, OCD.

B. Summary of Suggestion: Discontinue stamping "DESTROY AFTER USE" on such extra copies of intelligence documents as are not required by the CIA Library for reference purposes, and notify all CIA Offices of this change.

C. Present Method: In order that the CIA Library will have intelligence documents available for future reference, the Incoming and Dispatch Unit, Documents Branch, CIA Library, stamps one copy of each intelligence document "REFERENCE COPY, DO NOT CIRCULATE". Additional copies of intelligence documents are stamped "DESTROY AFTER USE", and circulated to interested CIA Offices. If only one copy of an intelligence document is received, it is stamped "RETURN TO CIA LIBRARY", and circulated to interested CIA Offices.

D. Proposed Method: Same as the present method, except that extra copies which are circulated to interested CIA Offices will not be stamped "DESTROY AFTER USE".

E. Savings Estimated:

Time required for stamping using present method - 7 hr. 8 min./day

Time required for stamping using proposed method - 1 hr./day

Time saved per day - 6 hr. 8 min./day

Savings per year based on salary of GS-2 Clerk - \$2059.20.

It is also suggested that the proposed method would significantly expedite the flow of intelligence documents since such documents are currently held in the Incoming and Dispatch Unit until stamped.

F. Evaluation: The Executive Assistant Director, OCD, commented as follows:

1. This suggestion is certainly a worthwhile one and it is recommended that the Efficiency Awards Committee take appropriate action toward rewarding the suggester.

2. This office has taken the necessary action to put this suggestion into effect.

The Chief, Organization and Methods Service has submitted the following comments:

1. Obviously this is a meritorious suggestion that should be rewarded.
2. The amount saved would appear to be \$2,000 per annum.

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EMPLOYEE SUGGESTION - [REDACTED]

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A. Suggester: [REDACTED], Intelligence Officer, GS-12, Chemistry Division, Office of Scientific Intelligence.

B. Summary of Suggestion: Adopt a "charga-plate" charge-out system in the OCD Library.

C. Present Method: Pertinent information is currently typed on to the charge-out slips. The suggester attributes delays in receipt of documents, in certain cases, to the time required to type the information on to the charge-out slip.

D. Proposed Method: "It is suggested that the OCD Library adopt the "charga-plate" system used by many public libraries and large department stores. The system could operate as follows: Each person who uses the Library facilities frequently would be issued a plate. The plate would give the employee's name, room number, building, telephone number, and office, if the latter is necessary. If knowledge of the document's classification is necessary on the charge slip, the various classifications can be printed on the slips. The clerk, when writing the document's control number on the charge slip, would merely check or circle the document's classification. The date out and due date are automatically printed on the charge slip when the charga-plate is inserted in the machine. It would seem that "charga-plates" could be carried by the employee. However, if for security reasons or inconvenience this is deemed undesirable, they would be kept in a file in the library. In the latter case, the employee would merely ask for his plate by number or list his plate number on the library request blanks. The system will work for a limited number of carbon copies of the slips."

E. Savings Estimated by the Suggester: "A rough estimate of the number of charge slips made out per month by the OCD Library is 8,000. This task consumes the time of one Clerk-Typist. The installation of this system should eliminate this job with a possible saving to the US Government of approximately \$2,500 per year, even after considering the necessary changes in "charga-plates" because of moves, etc."

F. Evaluation: The Executive Assistant Director, OCD, comments as follows (summary):

1. Charga-plate system has been considered in past.
2. Initial outlay would be about \$1,000, followed by reordering and restamping problems due to personnel shifts.
3. Suggestor ignores substantial work attaching to administration of the charga-plate system.
4. Individual holding of charga-plate not practical as many documents are requested by phone and mailed.
5. Recommend suggestion be rejected although employee's interest is appreciated.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Efficiency Awards Committee
 Thru : Personnel Director
 FROM : Deputy Assistant Director for Operations

DATE: 11 April 1952

SUBJECT: Step Increase as a Reward for Superior Accomplishment
 for [REDACTED]

Ref : CIA Regulation [REDACTED]

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1. Radio teletype traffic originating at the [REDACTED] is transmitted to Washington through the Signal Center of the [REDACTED] and must conform to format regulations [REDACTED]. These regulations require that a message be broken into "pages" of 20 lines each except for the first page which consists of the address and ten lines. Considerable time was spent by teletype operators in counting the number of lines per page while cutting teletype tape for transmission.

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2. [REDACTED], Electronics Mechanic, GS-8, acting on his own initiative developed a mechanical device for proper paging. The unit, described in the enclosed memorandum and report, and its use has proven so satisfactory that it has been installed on all Model 19 Teletypewriters at the [REDACTED]. In addition, it is being evaluated for use at other [REDACTED].

3. [REDACTED] performance of duty has been outstanding for several years.

4. As the initiation and development of this device is considered to be an outstanding contribution on [REDACTED] part, totally excluded from the requirements of his position as Electronics Mechanic, it is recommended that he be granted a step increase in salary from GS-8c to GS-8d. Appropriate personnel action request is attached hereto.

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Enclosures:

Memorandum and Report on Line Counter
 Personnel Action Request

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